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*Subj file*  
*100. Pers Admin*

*Workload*

10 JUN 1957

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MEMORANDUM FOR:

[ ]  
Special Assistant to the Deputy Director (Support)

SUBJECT:

Reduction of Administrative Workload

REFERENCE:

Your memo dtd 22 Apr 57, same subject

The following comments are offered concerning the suggestions quoted in reference memorandum:

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a. [ ] [ ]: Scheduling of Fitness Reports:

A special Task Force on Fitness Reports, working under the direction of the Career Council, is actively considering the whole problem of cycling of Fitness Reports as well as the relation of the Fitness Report to the Overseas Returnee Questionnaire (Form 202) and to other personnel actions such as periodic review by competitive evaluation panels, etc. This review by the Task Force is addressed primarily to the problem of eliminating duplication, providing better evaluations and information on personnel to the executive level with better timing and cycling of reports with a smaller workload and utilization of less manpower. Since the Task Force will report to the Council within the next few months at the latest, it would be undesirable to prematurely change the procedures referred to. It is certain that changes will be made during the coming year which should achieve some or all of the goals mentioned above.

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b. [ ] [ ] Classification survey to obviate necessity for sending 12 copies of Position Description with each promotion request:

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(1) Both the [ ] Desk personnel and the FE Personnel Office disclaim any knowledge of a "Division Mandate" that requires the [ ] Station to transmit twelve (12) copies of a position description with each promotion request. We have no requirement covering number of copies of position descriptions to be furnished by operating components on promotion requests, unless

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there has been a major change in the duties and responsibilities of the position. In such cases only one copy is required by the Office of Personnel.

(2) As of the present, we have on file position descriptions covering approximately 75% of the [ ] Station positions. Discussion with the [ ] Desk personnel reveals that a new T/O is in the mill for the [ ] Station which will radically change the content of existing jobs, and the job sheets on file will need re-writing. It is unlikely that an on-the-spot classification survey by a headquarters team can be conducted in the foreseeable future.

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c. [ ] [ ] Instructions concerning contract personnel:

(1) Suggestions relating to Contract Employees and Staff Agents

(a) With respect to Contract Employees, for some time there has been a considerable degree of uniformity in the terms of such contracts inasmuch as Contract Employee benefits are in the main governed by statute and Government Regulations. The two areas which allow for latitude are compensation and leave. The PE Division has the authority to move in the direction of standardization at any time it considers such action necessary or desirable. The recently approved Regulation [ ] and HR [ ] will be useful to the field in this regard, although these issuances do not establish new limitations on the Station Chief's authority in respect to contractual terms.

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(b) With respect to delegating authority to Station Chiefs to amend Staff Agent "contracts," it should be noted in the first instance that the Staff Agent Letters of Appointment are not "contracts." There appears to be no need to delegate authority to the station to amend such Letters, mainly because the provisions thereof normally remain constant throughout an individual's tour. It is clear that what is behind this particular comment is the [ ] for personnel in [ ], which is a unique situation and one almost certain to be altered through the conversion of Staff Agents at that station to Staff Employees. The policy of Headquarters' control of [ ] is one that has been discussed over

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a period of time and, generally speaking, the elements in favor of retaining Headquarters' control continue to predominate.

(c) Relating to the comment that the "Headquarters' Contracting Section" should respond "more promptly, clearly, and consistently" to queries from the field, we shall make every effort toward continuing improvement.

**(2) Suggestion relating to approval of military leave**

Delegation of approval authority to the field, as proposed, may be made through command channels. EE Division has already done so. This is a matter of internal management within the DD/P office.

**(3) Suggestions relating to Letters of Authorization for Detailed Military Personnel**

We propose revising Agency Regulation [ ] to include a statement of the various entitlements of detailed military personnel and the provision that any military detail, to whom the standard entitlements and benefits pertain, read the regulation prior to his departure from Headquarters and sign an appropriate form indicating that he had read and understood what his entitlements were. The Field station would be advised that the individual had read and signed by means of a brief indication in the EFA cable. This would constitute sufficient authorization for the Field Finance Officer to make payments to the individual. Only in special cases would individual Letters of Authorization be drafted and executed.

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[s] Gordon M. Stewart

Gordon M. Stewart  
Director of Personnel

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